

MEMORANDUM FOR Chief, Alcohol & Drug Abuse Control Office

SUBJECT: Background Clearance Request, Recreation Delivery System (RDS)

1. The below listed individual(s) are currently employed within Fort Monmouth, Morale, Welfare and Recreation Division in the Recreation Delivery System. According to the Army Regulation 215-3 for any position in which the incumbent has responsibility for procurement or has accountability for funds a Criminal Investigation Division Command records check to include the Defense Central Investigation index is required along with a National Agency Check (NAC). Being that the RDS area is involved in the Commission for Accreditation of Park and Recreation Agencies (CAPRA) a requirement addressed in the background investigation of the study is "particular attention to drug and child/ adult abuse record". In order to meet these requirements these employees must be screened locally.
2. Request any information that your office may provide on the below listed individual(s) be sent to the Nonappropriated Fund Civilian Personnel Office, ATTN: Jennifer Simmons. SF 85P authorizing release of information is enclosed.

NAME**SSN****DOB****POB****MIL AFFILIATION**

3. Point of Contact for this request is the undersigned at 25453.

LAWRENCE G. GENS
Chief, Nonappropriated Fund
Civilian Personnel Office

SUBJECT: Background Clearance Request, Recreation Delivery System (RDS)

Chief, Alcohol & Drug Control Office

FOR Chief, NAF-CPO, ATTN: AMSEL-PT-NAF (Jennifer Simmons)

NAME

SSN

DOB

POB

☐ No record of sponsors

☐ Derogatory information as stated below

☐ No derogatory information on file

☐ Pending dossier review

ELMER L. CATLIN
Chief, Alcohol & Drug Abuse
Control Program

DATE:

REMARKS:

MEMORANDUM FOR C, Community Mental Health, ATTN: MCXS-SWS

SUBJECT: Background Clearance Request, Recreation Delivery System (RDS)

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2. Requesting that all individuals meeting the above criteria be screened locally, as well as through the Central Registry, San Antonio, Texas for all applicable information which may affect suitability for all background clearance. Examples of activities which PRECLUDE SUBJECTS access to background clearances are conviction of, admissions to, or evidence of, an act of child battering, child neglect, child abuse, larceny and use of illegal drugs.
3. Request any information that your office may provide on the below listed individual(s) be sent to the Nonappropriated Fund Civilian Personnel Office, ATTN: Jennifer Simmons. DA Form 5018-R and SF 85P authorizing release of information are enclosed.

NAME

SSN

DOB

POB

4. Request background clearances be completed and all materials returned within 5 working days. Point of Contact for this request is the undersigned at 25453.

LAWRENCE G. GENS
Chief, Nonappropriated Fund
Civilian Personnel Office

SUBJECT: Background Clearance Request, Recreation Delivery System (RDS)

Community Mental Health, ATTN: MCXS-SWS

FOR Chief, NAF-CPO, ATTN: AMSEL-PT-NAF (Jennifer Simmons)

NAME

SSN

DOB

POB

() No record of sponsors

() Derogatory information as stated below

() No derogatory information on file

() Pending dossier review

(SIGNATURE/ RANK)
POSITION

DATE:

REMARKS:

MEMORANDUM FOR Special Agent in Charge, Fort Monmouth, Resident Agency, ATTN: CIRCX-RMM, Third MP Group (CID), USACICD, For Monmouth, NJ 07703

SUBJECT: Background Clearance Request, Recreation Delivery System (RDS)

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Chief, Nonappropriated Fund
Civilian Personnel Office

AMSEL-PT-NAF

SUBJECT: Background Clearance Request, Recreation Delivery System (RDS)

Fort Monmouth Resident Agency, Third MP Gp (CID), USA CIDC

FOR Chief, NAF-CPO, ATTN: AMSEL-PT-NAF (Jennifer Simmons)

NAME

SSN

DOB

POB

() No record of applicant(s)

() No record of sponsors

() Derogatory information as stated below

() No derogatory information on file

() Pending dossier review

(SIGNATURE/ RANK)
POSITION

DATE:

REMARJKS: